

Appendix E
Personal Services/Contracts Program
Statewide Blanket Waiver Pilot Program
Questionnaire

Questionnaire¹ to be completed by agency / department personnel at the beginning of Pilot at three month intervals². An adaptation of this Questionnaire will be used to obtain comparable information from the perspective of the DPA's Human Resource personnel.

1. Time required by department/agency/institutions' to obtain DPA approvals for personal services contracts (the entire contracting process) before implementation of the Pilot Blanket Waiver?
_____ Average hours per personal services' document reviewed
Comments: _____

2. Time required by department/agency/institutions' program staff to obtain approvals for personal service requests after implementation of the Blanket Waiver?
_____ Average hours per personal services' document reviewed
Comments: _____

3. Do you and your department's staff have the knowledge, training, and resources to do the job? Has DPA provided adequate training & resources to your offices? If not, what other training or resources are needed?
YES _____ NO _____ If not _____
Comments: _____

4. Impact of Blanket Waiver on agencies' / departments' staff, including morale and workload issues.
Morale: Increased _____ Decreased _____ No Change _____
Workload: Increased _____ Decreased _____ No Change _____
Comments: _____

5. Time Needed to create new Agency/Department process before implementing the Pilot Program (in hours) _____
Comments: _____

¹ A representative sample of Questionnaires will be administered through personal interviews.

² A baseline will be established by using the guidelines outlined in the Evaluation Plan.

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6. Is value being added to the State by DPA switching from reviewing and approving personal services requests to training and audit? If not, what else can be done that would add more value?

YES _____ NO _____ If not, why not? _____

Comments: _____

7. What can be done to further educate staff outside of HR regarding personal services requirement and the need for review? _____

8. How can risks be reduced, especially as they relate to independent contractor issues and the IRS's problems with misclassification of employees as contractors?

9. Staff hours required to perform the ongoing duties associated with reviewing and approving requests for personal services contracts/purchase orders under pilot program.

_____ Hrs. for Waivers Program per week

_____ Hrs. Reviewing / Approving Requests per week

Comments: _____

10. The efficiency of the implementation of the Pilot Program:

VERY GOOD _____ GOOD _____ FAIR _____ POOR _____ VERY POOR _____

Comments: _____

11. Other comments about the Pilot Blanket Waiver program:

Survey completed by:

Department, Agency, or Institution Name or COFRS ID Code: _____

Name (optional): _____

Position Title (optional): _____